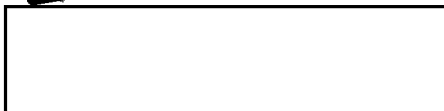


ER-5-9864

25X1A6D



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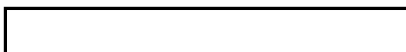
8 September 1954

MEMORANDUM

TO : Deputy Director / Administration

25X1A6D

FROM :



SUBJECT : Security Alarm Service - Records Building

25X1A5A1

1. Attached is a proposal from the [redacted] Company for security alarm service in the new Records Building at the [redacted] Electric boxes, conduit and wiring, which are to become a permanent part of the building, are to be installed by the contractor erecting the Storage Building and will be paid for from construction funds.

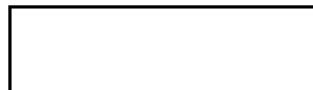
2. The security alarm service requires an installation cost of \$8600.00 and an annual service charge of \$3866.00. The installation cost must be handled under a direct contract and, therefore, cannot be applied to the construction funds heretofore authorized. The annual service charge can be considered an extra to the [redacted] budget and authorization is requested if the project is approved.

3. Because of the relatively high initial and continuing service costs, it is my belief that you may desire to discuss the program with the Security Office and the Records people who will occupy the building. With the heavy concrete construction of the building, the around the clock guard service and the perimeter fence, it may be that this added protection goes beyond normal security.

4. If this matter can be determined at an early date it will be appreciated, for the Building Contractor must be advised concerning conduits and wiring. If it is determined that the security alarm service is not necessary, a refund will be requested from the Building Contractor.

1-DDIA Chrono

1-DDIA Subject ✓



25X1A9A

APPROVED:

151  
Deputy Director (Administration)

23 Sept 54  
Date